Administrative Procedure and Fee Schedule

Code: KG-AR. Adopted: 6/13/90. Revised/Readopted: 9/10/03, 05/04/10. 11/12/26

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected, and recognizing that certain non-school activities allow maximum community benefit, the following fee schedule, as amended from time to time, shall be in effect for groups in priority number six approved by the school Board:

Rental Fee Schedule

Rental fee schedule by area

Area	Weekend Fee	Weekday Fee
Gymnasiums	$100.00	$50.00
Kitchens	$50.00	$25.00
Cafeterias	$25.00	$10.00
Classrooms	$25.00	$10.00
Auditorium	$50.00	$25.00
High School Commons	$25.00	$10.00
Libraries	$25.00	$10.00
Other Sports Facilities	$50.00/3-hour block	$50.00/3-hour block

Rental fees by area, with the weekend fee and the weekday fee for each.

2. Payment must be submitted to Amity School District before a Facility Use Request is approved; fob access will be granted once payment is received;
3. The Board may require additional deposits or charges for special requests not covered by the policy;
4. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups (damages, etc.) will be documented and may preclude future use;
5. If there is a question as to the group's classification, it will be reviewed by administration, and a decision will be rendered;
6. All facility/grounds activities will be scheduled under the guidelines and time frames established by the school/principal with the approval of the superintendent;
7. Groups may be required to show proof of liability insurance coverage before being allowed to use school district facilities as determined by the Board.

Facility use requests must be submitted well in advance of the requested date to provide adequate time for review, scheduling, and approval. Please allow a minimum of 10 days for processing.

Submission of a request does not guarantee approval, and facilities should not be considered reserved until official confirmation has been received.

Summer Facility Use: All requests for facility use during summer break must be processed prior to the last day of the school year

Facilities Use Request Form

All groups requesting to use Amity School District facilities must fill out a Facilities Use Request Form (KG-AR).

It is the aim of the Amity Board of Directors to make school facilities available for the widest possible school and community use. However, school functions and activities shall have priority over other uses. In consideration of the school district's granting permission to the applicant to use its school facility as requested, applicant hereby binds itself to the following terms and conditions:

1. In consideration for use of the Amity School District's property, User agrees to waive and discharge any and all claims against the District and release it from liability for any loss regardless of cause, including claims for any negligent actions of the District or its employees or agents, to the fullest extent allowed by law, for User, its members, employees, agents, contractors, suppliers, or guests. User also agree to release, exonerate, discharge and Hold Harmless the District, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, arising out of injuries of any kind to User, or to its property, or losses of any kind which may result from or in connection with the use of the District's facility, up to and including injuries stemming from the negligent authority to waive, discharge, release, and hold harmless the released parties on behalf of itself and its members, employees, agents, contractors, suppliers, or guests.
2. At User's sole expense, User shall maintain in good repair the areas of the District's property utilized under this Agreement. As determined by the District's sole discretion, User agrees to repair, replace, or compensate the District for any cleanup required or for any damage sustained to District property arising from User's use of District property. Upon User's completion of use of the District's property, the User shall leave the property in the same or better conditioned as received.
3. Applicants shall provide adequate supervision and shall be responsible for any improper conduct of the audience, both individually and collectively, while on school premises or utilizing the school facilities. Adult leaders of organizations using school facilities shall be present at the opening time and shall remain with their groups until all members have left the school premises. They shall be responsible to the principal for observance of all rules and regulations. Profane language, possession or use of intoxicating beverages, tobacco products and dangerous drugs, boisterous conduct, betting or other objectionable practices will be ample reason for terminating a usage agreement. Smoking and vaping is strictly prohibited on all District Property.
4. Approval will not be granted for any meeting which may, in any way, be prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided.

5. Users shall not make alterations, additions, or improvements to District property or equipment. If User makes an alteration, addition, or improvement in breach of the agreement, then the District in its sole discretion may require User to remove the alteration, addition, or improvement and restore the property to its original condition at User's expense; these expressly stated remedies are in addition to all other available remedies.
6. The District retains the right to enter District property at all times during the term of this Agreement, including the property being used by User under this agreement.
7. The District warrants that the District's facilities comply with all applicable regulations and guidelines of the American with Disabilities Act. The District has made every effort to make its premises accessible by removal of barriers wherever reasonable and has provided alternative services wherever barriers cannot be reasonably removed. User shall be responsible for compliance with the ADA in connection with activities that are controlled by the User, and the District shall not be liable for any loss resulting for User's failure to comply.
8. User warrants that it does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, or any other protected status. The District reserves the right to deny use of District facilities to groups that do not comply with the District's anti-discrimination policy.
9. User agrees to adhere to the federal and state OSHA standards pertaining to bloodborne pathogens and any necessary clean-up of blood or body fluids.
10. No modification, amendment, or alteration to the terms or conditions contained herein shall be effective unless contained in a written document and signed by the District's Superintendent.
11. This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of the Agreement shall not be affected thereby and shall remain valid and fully enforceable.
12. Failure by the District to enforce any provision of this Agreement shall not be deemed a waiver of the provision or modification of the Agreement. A waiver by the District of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this agreement.
13. A $25.00 Refundable Deposit must be paid to receive a key fob. The deposit will be refunded once the key fob is returned to the school.

All entry into the facilities must be through the key fob system. Information on obtaining entry into a facility is provided below. Follow the instructions and be aware of all requirements. If you have any questions, please feel free to contact the building principal.

- Pick up the key fob at the main office prior to the date of use. The fob will be good ONLY for the date(s) and times requested.

Key Fob Entry:

- High School: You must enter through the double doors on the South side of the gym
- Blue Gym: You must enter through the fobbed doors facing the plaza
- Old Middle School: You must enter through the double doors by the gravel parking lot

- New Middle School: You must enter through the main entrance or the East gym entrance as assigned at time of approval
- Elementary School: You must enter through the double doors by the gym

- Locker rooms are off limits. There are no shower facilities.

Bathroom Availability & Use:

- Main High School Gym: Bathrooms in the hall next to the gym may be used.
- Blue Gym: Bathrooms behind the team benches are available
- Old Middle School: Bathrooms are not available
- New Middle School: Bathrooms are available across the hall from the west gym doors
- Elementary School: Bathrooms are available in the hall next to the gym.

- No school equipment will be available for use without prior approval.
- DO NOT ALLOW OTHER GROUPS INTO THE FACILITY. You will be held accountable for any and all damage.
- Make sure the facility is secured (all doors locked) and the lights are turned off before leaving.
- PLEASE CLEAN UP AFTER USING THE FACILITIES. A clean facility is needed for our students when school starts Monday morning. The custodians do not work over the weekend. Please leave the facilities in as good of condition as when you arrived.
- All other areas of the school are off limits except the area requested.

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Facilities Use Request Form

This is the readable version of the form. The official PDF is the one to fill in and return.

Organization/Group Name: (blank)

Coordinator Contact Name: (blank)

Coordinator Signature: (blank) Date: (blank)

Email: (blank) Phone: (blank)

Purpose/Description of Use: (blank)

Equipment Needed/Requested: (blank)

Requested Date(s): (blank)

Start Time: (blank) End Time: (blank)

Facility Building and Areas

Please check the space you are requesting.

Approval for use is subject to district policy, building availability, and staffing needs. All approved requests are limited to the school year and require renewal annually. Requests for periods outside of the school year require a new form.

Amity High School

- □ Band Room
- □ Classroom
- □ Kitchen
- □ Library
- □ Multi-Purpose Room (MPR)
- □ Student Center
- □ Athletic Fields
- □ Batting Cages
- □ Blue Gym
- □ Main gym
- □ Pickleball Courts
- □ Wrestling Room

Amity Middle School

- □ Classroom/Science Lab
- □ Library
- □ Main gym
- □ Old MS Gym
- □ Green Space @ Old MS
- □ Parking Lot @ Old MS/DO

Amity Elementary School

- □ Cafeteria
- □ Classroom
- □ Kitchen
- □ Library
- □ Covered Area
- □ Lower Field
- □ Upper Field
- □ Main Gym
- □ Parking Lot

Please complete the following information when applicable (AYS, Club Sports, etc.)

Coach Name: (blank) Coach Phone: (blank)

- Requested days □ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Sun

- Start Time: (blank) End Time: (blank)

Coach Name: (blank) Coach Phone: (blank)

- Requested days □ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Sun
- Start Time: (blank) End Time: (blank)

Coach Name: (blank) Coach Phone: (blank)

- Requested days □ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Sun
- Start Time: (blank) End Time: (blank)

Coach Name: (blank) Coach Phone: (blank)

- Requested days □ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Sun
- Start Time: (blank) End Time: (blank)

Office Use Only

Date Received: (blank)

Availability Checked: □ Referred to another building: □ AES □ AMS □ AHS

Conflicts Noted: (blank)

Special Conditions/Fees: (blank)

- □ Certificate of Liability Received
- □ ASD Kitchen Approval (as needed): (blank) Date: (blank)
- □ AES Principal Approval (as needed): (blank) Date: (blank)
- □ AMS AD Approval (as needed): (blank) Date: (blank)
- □ AMS Principal Approval (as needed): (blank) Date: (blank)
- □ AHS AD Approval (as needed): (blank) Date: (blank)
- □ AHS Principal Approval (as needed): (blank) Date: (blank)
- □ Superintendent Approval: (blank) Date: (blank)

User certifies they have read this document and fully understand its contents.